

MASTER EDUCATIONAL FACILITY PLAN

GUIDELINES

Kentucky Department of Education
Division of Facilities Management

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Table of Contents

Introduction	2
Master Educational Facility Plan Format.....	3
Table of Contents	4
Introduction	4
Mission Statement.....	4
Executive Summary	4
Master Educational Facility Plan	5
Appendix	11
Evaluation of MEFP	12
District Facility Plan.....	13
Appendix.....	17

INTRODUCTION

Kentucky Administrative Regulation 702 KAR 1:001 provides for the development and adoption of a written plan by the local school district describing both the school facilities and construction needs of the district. The Kentucky Education Reform Act of 1990 (KERA) transferred control of schools to the local level resulting in the local school district assuming responsibility for development of a District Facility Plan (DFP). This process requires the selection of a Local Planning Committee (LPC) to develop a Master Educational Facility Plan (MEFP) and DFP for capital construction.

The MEFP contains an assessment of various facets of the school district's attributes and operations including the district profile, educational program, demographic information, facility conditions, transportation information, and finances. This plan provides a comprehensive view of the overall program needs of the district and facility improvements needed to provide an equitable educational opportunity to all students in the district. The DFP for capital construction is developed subsequent to the MEFP.

This manual is designed to guide the LPC in the evaluation of information and the development of the MEFP and DFP. The LPC is to utilize this manual in conjunction with the Kentucky School Facilities Planning Manual (702 KAR 1:001).

The Kentucky School Facilities Planning Manual may be obtained from the Kentucky Department of Education, Division of Facilities Management, Capital Plaza Tower, 15th Floor, 500 Mero Street, Frankfort, Kentucky, 40601. The Master Educational Facility Plan Guidelines and the Kentucky School Facilities Planning Manual are authorized for reproduction.

These documents and their attachments are also available on the Kentucky Department of Education website at: www.education.ky.gov.

MASTER EDUCATIONAL FACILITY PLAN FORMAT

Master Educational Facility Plan XYZ SCHOOL DISTRICT

Table of Contents

Introduction

Mission Statement

Executive Summary

School District and School Center Profiles

- School District Profile

- School Center Profiles

- Summary of Profile Evaluations

Educational Program

- Current Educational Program

- Goals and Objectives for Improving the Educational Program

- Summary of Educational Program Evaluation

District Demographics

- District Demographic and Economic Profile form

- School Enrollment Projections

- Summary of Demographic Evaluation

Physical Evaluation of School Buildings and Assessment of Transportation Information

- Current Building Evaluation by School

- Current Transportation Information

- Summary of Building Evaluations and Transportation

Financial Evaluation

- Current Financial Condition

- Financial Plan

- Summary of Financial Evaluation

Summary of Needs and Resolutions

- School Center Designations

- Needs and Resolutions

Appendix

TABLE OF CONTENTS

The table of contents includes an itemized breakdown of the information contained in the Master Educational Facility Plan and the beginning page number of each respective section.

INTRODUCTION

The introduction is an opening statement by the local planning committee explaining the background, scope, and intention of the Master Educational Facility Plan.

MISSION STATEMENT

The mission statement is a clear and concise expression of the local school district's purpose and function.

EXECUTIVE SUMMARY

The executive summary includes the mission statement, a brief description of the district's school building deficiencies, the desired outcomes, and the strategies used to realize the district's mission.

MASTER EDUCATIONAL FACILITY PLAN

1. School District and School Center Profiles

Supply information profiling the school district and each school center by including a copy of the most current Kentucky Department of Education School Report Card.

- ▶ **School District Profile**
Should be included in the body of the Master Educational Facility Plan
- ▶ **School Center Profiles**
Should be included in the body of the Master Educational Facility Plan
- ▶ **Summary of Profile Evaluations**
Provide a summary of the information reviewed and evaluated on the district and school center profiles. Note schools that demonstrate a significant variation in any area compared with schools of similar grade organization. For example, a large at-risk enrollment, low PTO/PTA membership, etc.

2. Educational Program

Provide information on the current educational program, goals and objectives to improve the educational program, and a closing summary.

The following is provided as a guide. Any additional information you feel is relevant and necessary to correctly describe the educational program of your district is appropriate to include in this section. Programs unique to your district may be included.

Unique programs include cooperative partnerships with business, industry, or government agencies, or programs that utilize innovative teaching and learning techniques that may precipitate special facility needs. Examples of these programs include studios to teach television production, and mock coalmines designed for teaching coal mining techniques.

Please provide the following information:

► Current Educational Program

Supply the information outlined below by including the most current District Report Card.

- Describe course offerings and teaching methods by grade
 - For elementary schools describe basic programs
 - For middle/high schools describe basic programs, enrichment programs and extracurricular programs
- Indicate CATS results
- Provide the percentage of graduating seniors for the past three years
- Provide the student success rate of transition to work/college
- Describe the effect of local board policies on instructional programs
- Describe the effect of current facilities on instructional programs

► Goals and Objectives for Improving the Educational Program

Supply the information outlined below by including a copy of the district's most current Comprehensive District Improvement Plan.

- KERA initiatives that need to be implemented
- Course additions, deletions and modifications needed
- Alterations of teaching methods needed
- CATS targets to be addressed
- Local board policy changes recommended
- Facility improvements needed

► **Summary of Educational Program Evaluation**

List by school those additions, renovations or new facilities needed to provide an equitable educational opportunity. Provide a summary of how the goals and objectives established will meet the instructional needs described.

3. District Demographics

Supply information using the District Demographic and Economic Profile form provided by the Kentucky Department of Education, Division of Facilities Management.

► **District Demographic and Economic Profile**

Should be included in the body of the Master Educational Facility Plan.

The information requested on this form includes:

Current evaluation

- District employment data
- Socio-economic make-up
- Multi-cultural mix
- Local colleges and universities

► **School Enrollment Projections**

Future demographic forecast

- School and district five and ten year enrollment projections
- Demographic trends including social, economic and cultural considerations.

► **Summary of Demographic Evaluation**

List by school those additions, renovations or new facilities needed to meet demographic changes affecting the school district. Provide a summary of the district's current status and projected changes; include an explanation of any significant changes.

4. Physical Evaluation of School Buildings and Assessment of Transportation Information

Provide information on the physical condition of each building in the district, building deficiencies, transportation information and a closing summary. School building evaluations by Kentucky registered architects and engineers are to be completed using the Architect and Engineer Building Evaluation forms. See A-16 for guidelines for the required architectural and engineering services.

Transportation information is to be completed using the *Student Travel Times* form. The *Architect and Engineer Building Evaluation*, and *Student Travel Times* forms are provided by the Kentucky department of Education, Division of Facilities Management. The student *Travel Times* form is to be included in the body of the Master educational Facility Plan.

► **Current Building Evaluation by School**

Provide a summary of each building evaluation to include:

- Building name, construction/renovation date(s), gross square footage
- Building location in relation to flood plain
- Building locations in relation to population centers
- Building capacities including explanations of over and under-capacities
- Evaluation of site and facility and the potential for renovation and additions to meet any deficiencies
- Summary of building systems and conditions
- Improvements needed to implement KERA strands
- Building deficiencies and building improvements needed
- Cost estimate of building/center and possible capital improvements

► **Current Transportation Information**

- Student Travel Times form(s) - Transportation times, including minimum, maximum and average travel times in a one-way transportation system, and a total student mileage for each school is to be provided on the *Student Travel Times* form and included in the body of the Master Educational Facility Plan.
- Provide an explanation of any extreme travel times in excess of forty-five (45) minutes for elementary students and sixty (60) minutes for middle and high school students.
- Provide a map of the district identifying the location of each school center and the mileage between school centers using normally traveled routes. This is to be included in the appendix to the Master Educational Facility Plan.

► **Summary of Building Evaluations and Transportation**

List by school those additions, major renovations or new facilities needed to correct building deficiencies. Provide a summary of how the building needs described will resolve the current building deficiencies.

5. Financial Evaluation

Provide information on the current financial condition of the district, a financial plan for the next five to ten years and a closing summary. The *Cost of Delivery of Services to Students* form is provided by the Kentucky Department of Education, Division of Facilities Management.

The following is provided as a guide. Any additional information you feel is relevant and necessary to correctly describe the financial condition of your district is appropriate to include in this section.

Please provide the following information:

► **Current Financial Condition**

- List the cost of delivery of services to each school.
- Provide the total district assessment
- Provide the percentage of general fund surplus carried forward for the past three years.
- Provide information developed by the district's fiscal agent.
 - Current bonding potential utilizing all capital construction monies including:
 - KSFCC offers of assistance for past two (2) years
 - Capital outlay (80%-100%)
 - Growth Levy and other dedicated levies for building funds
 - Facilities support program (5 cent + equalization)
 - Accumulated debt service available from payouts

This schedule shall be for twenty (20) years and may utilize projected growth in ADA and assessment. An optional twenty-five (25) year schedule may be provided for discussion.

- A narrative of the district's ability to meet debt
- A summary of the most current annual financial report

► **Financial Plan**

Provide a financial plan of monies available for facility improvements over the next five to ten years, including cash and bonds. This plan is to be developed in consultation with the district's fiscal agent.

► **Summary of Financial Evaluation**

Provide a summary of the current financial condition of the district and the goals and objectives for the future.

6. **Summary of Needs and Resolutions**

Provide information on school center designations and criteria met and a summary of the building needs listed in Sections 3, 4 and 5.

► **School Center Designations**

List each school center, center designation and permanent center criteria met.

Functional Center – A center which does not meet the criteria of a permanent center, but one which the local board of education desires to

continue in operation. The center generates no SFCC funds. To be considered a functional center the following must be provided:

- a. Evidence that the current enrollment can be maintained without redistricting; and,
- b. Evidence indicating that no substantial academic or building deficiencies exist for either instructional or non-instructional programs.

Permanent Center – A facility meeting the permanent center criteria established for an existing school. The center qualifies for additions and renovations when such needs are a part of the district facility plan approved by the State Board for Elementary and Secondary Education.

See the Kentucky School Facilities Planning Manual (702 KAR 1:001) for Permanent Isolated Center and Permanent Special Center Designations.

Transitional Center – A center that the local board of education has determined will be phased out as an educational center or a center for which a project to house its students is listed to be constructed in the DFP. The center is not eligible for new construction or major renovation. Portable buildings shall not be acquired to perpetuate the center without the KDE's approval. Only minor renovation projects required to maintain the building in a safe condition, offer a healthy environment, or meet new program requirements are permissible. The center generates no SFCC funds and may not be replaced if destroyed.

Permanent Center Criteria

To be considered a permanent center, a school shall meet four of the following six following criteria. Centers meeting less than the required criteria shall be designated functional should the local board of education desire to continue their operation. A transitional designation shall be given to any center determined to be phased out as an educational center or for which a project to house its students is listed on the district facility plan.

Permanent center criteria are as follows:

- a) *Student Assessment* – The school meets the curriculum threshold for one of the two most recent testing cycles. This criterion becomes effective after the 1994-95 school year.
- b) *Transportation* – A one-way transportation system for a school allowing the maximum of a forty-five (45) minute bus ride for seventy-five percent (75%) of students in grades E-5/6, and the maximum of a sixty (60) minute bus ride for seventy-five percent (75%) of the students in

grades 6-12. Transportation time includes riding time, stops and transfers. When only one school of that grade organization exists, these criteria will be considered met.

- Required Documents: *Student Travel Times* form provided by the Kentucky Department of Education, Division of facilities Management.
- c) *Fiscal Equity* – The school meets within one hundred and fifty (150%) of the average for all schools of similar grade organization based on cost per student.
- d) *Equitable Educational Opportunity* – The school provides ninety percent (90%) equivalent educational offerings. The local district shall provide an evaluation of curriculum offered by schools accommodating like grades.
- e) *Building/Site Evaluation* – The school complies with an inspection by a Kentucky registered architect and engineer evaluating the site, location, size and life expectancy of the building. It must be determined that the facility can accommodate the projected student population and has a remaining minimum life expectancy of 30 years.
- f) *Parent/Community Support* – The school has exceptional parent and community support exhibited by meeting three of the four following criteria:
 1. Documented annual volunteer hours equal to the number of pupils enrolled that year.
 2. PTO membership equal to seventy-five percent (75%) of the enrollment that year.
 3. One program annually, supported by an outside business or professional organization.
 4. The school shall be available for, or must have sponsored, at least one community service program annually.

► Needs and Resolutions

List construction projects addressing all needs. The district's current financial ability for construction and operation should be taken into consideration.

Consider the following:

- Consolidation of existing facilities
- New Facilities
- Redistricting of students
- Additions
- Building relocation from flood plain
- Renovations
- Reconsideration of district organization plan
- Fiscal Equity
- Equitable Educational Opportunity

The Summary of Needs and Resolutions is the basis of the DFP for capital construction. Selected projects in the Summary of Needs and Resolutions will be prioritized in the Capital Construction Priorities and Discretionary Construction Projects portion of the DFP.

APPENDIX

The appendix to the Master Educational Facility Plan is to include:

- A complete list of the Local Planning Committee membership including name, address, telephone number, position, group represented, and site based council representation (if applicable) of each member.
- A narrative explaining the selection process used in establishing the Local Planning Committee and how all criteria established in 702 KAR 1:001 have been met.
- The School Center and Building Information, Summary Cost Analysis of the Building/Center, and Cost Analysis for Possible Capital Improvements for each school center from the Architect and Engineer Building Evaluation forms.
- A map of the district as described in Section 4.
- The Cost of Delivery of Services to Students information
- Supporting documentation provided by the fiscal agent.
- School center designation criteria documentation.
- Any other documentation to support recommendations made in the Master Educational Facility Plan.

EVALUATION OF THE MEFP

The local board of education will perform annual reviews of the Master Educational Facility Plan. The findings of these reviews are to be recorded in the board meeting minutes. A copy of the board minutes and a letter of explanation from the district superintendent are to be forwarded to the Kentucky Department of Education, Division of Facilities Management.

DISTRICT FACILITY PLAN

The District Facility Plan (DFP), apart from the Master Educational Facility Plan (MEFP), is submitted to the Kentucky Board of Education (KBE) for review and approval. Information included in the DFP should be clear, concise, and in agreement with the facility needs indicated in the MEFP. Format for the DFP is outlined below. See format as noted in A-23.

The approved DFP format includes:

- A. District Organization Plan – Educational Program
- B. School Center Designation – Building Evaluation
- C. Student Enrollment and Building Capacity Projections
- D. Capital Construction Priorities and Discretionary Capital Construction Projects
- E. Financial Plan

A. Educational Program and District Organization Plan

This section shall include the district organization plan of student grades that is to continue or the proposed district organization plan. It is suggested the district utilize a single organization plan for all students in an effort to provide an equitable educational opportunity to all students in the district. A variance in the district organization plan may be allowed where evidence can be provided that the student's ability to achieve is not compromised.

For example: XYZ Schools will continue a P5-3-4 plan of organization.

A concise statement describing the educational program and any significant modifications being made to the educational program that determine facility needs.

B. Building Evaluation and School Center Designation

This section shall include a listing of all existing schools, owned or leased, which house a public elementary or secondary educational program supported by the local school district. This listing shall include the school center name, grades presently house, and the appropriate permanent, functional or transitional center designation.

For example: Walter Elementary (P-5) Permanent Enrollment/Capacity

- A concise statement summarizing the results of the building evaluations and transportation information and any significant conditions that determine facility needs.

C. Student Enrollment Projections

This section shall include a concise statement summarizing the student enrollment projections and any significant changes that determine facility needs.

D. Building Student Capacity

This section shall include the calculation of the building's student capacity based on the enclosed Gross Student Capacity Calculation Form A-19

E. Capital Construction Priorities and Discretionary Construction Projects

DFP priorities shall be selected from the Summary of Needs and Resolutions in the Master Educational Facility Plan.

This section shall include:

- Capital Construction Priority Categories

Capital construction projects for new buildings, additions, and major renovations for existing permanent centers and operational management support facilities shall be listed as outlined in 702 KAR 1:001, Kentucky School Facilities Planning Manual.

When the LPC recommends a new facility on a new campus, consideration shall be given to the availability of adequately sized sites, site development costs, and acquisition costs prior to designation of the vicinity location in the priority. A vicinity location shall be indicated when a priority for construction of a new facility is listed on the plan.

When a new building or building expansion is proposed in the DFP, the LPC shall prepare a narrative citing the need for additional space. The LPC shall explore the availability of space in adjoining districts, as well as other options that may be available. The results of the study, including the advantages and disadvantages of contracting students to the adjoining district(s), shall be enumerated in the narrative. This narrative shall be included as an appendix to the District Facility Plan. To provide justification for building additions, the LPC shall evaluate the space within the existing building and compare it with the Maximum Project Budget forms as established in 702 KAR 1:001 and found in "The Kentucky School Facilities Planning Manual, Revised June 2004," pages 25-27. The program analysis forms (Appendix pages A-20, A-21 and A-22) shall be used for this analysis.

Space in excess of the Maximum Project Budget shall not be included in the district's Unmet Needs Calculation or be eligible for SFCC Funding

- Discretionary Construction Projects

Projects requested by the local board of education which do not qualify as priority projects may be listed by school center or building as discretionary projects as follows:

1. Functional Center – improvements by new construction or renovation.
2. Permanent Centers – minor renovation or expansion of less than 650-square feet.
3. Extracurricular Facilities – construction of field houses, stadiums, athletic field facilities, or any facility with an estimated cost of \$25,000 or more.

A local district opting not to participate in SFCC funding may request that all priority projects be listed in this section.

Priorities are to be written in the following format:

- Example:
- 1a. Southern Elementary (Enrollment 425/capacity 450)
Addition of: 2 preschool rooms
 - 1b. Franklin Co. High (Enrollment 1,260/capacity 1,000)
Addition of: 8 classrooms
1 science lecture lab
 2. Bates Middle (ADA 376/capacity 400)
Major renovation of 1970 wing to include interior finishes, roofing, and electrical system.
 4. Central Office
Construct or acquire central office

F. Financial Plan

This section shall include:

- A concise statement of the financial condition of the district and any significant occurrences that may determine the district's ability to initiate construction projects.
- A time line for district building priorities highlighting initiation and completion dates of facility modifications needed to improve the instructional programs of the district. The time line shall also include bond retirement dates,

forecasted changes in population, KERA implementation dates and any other significant events.

District Facility Plan Cost Estimate

- Provide a cost estimate for each priority item listed in Section D using the *District Facility Plan Cost Estimate* form. The *District Facility Plan Cost Estimate* must be signed and certified by the Kentucky registered architect and engineer completing the estimate. Note that as outlined in 702 KAR 1:001, all new construction and building addition costs shall be calculated using the area as noted on the Maximum Project Budget multiplied by the Assignable Space Factor and the square foot cost as noted in the $\frac{3}{4}$ Means Price Guideline.

Appendix

This section shall include:

- The narrative of space availability as described in Section D
- DFP cost estimate
- DFP submittal form(s) and narratives
- Other documentation as needed

APPENDIX of FORMS

District Demographic and Economic Profile	A-1
Architect and Engineer Building Evaluation Part- A	A-3
Architect and Engineer Building Evaluation Part- B	A-4
Architect and Engineer Building Evaluation Part- C	A-5
Architect and Engineer Building Evaluation Part- D	A-5
Summary Cost Analysis.....	A-10
Architect Evaluation Cost Criteria	A-11
Student Travel Times.....	A-12
Cost Analysis for Possible Capital Improvements.....	A-13
District Facility Plan – Architect and Engineer Cost Estimate	A-14
District Facility Plan Submittal.....	A-15
Architect/Engineer/Facilitator Fee Guidelines	A-16
School Building Inventory Report (Template)	A-17
Gross Student Capacity Calculation	A-19
Elementary School Program Analysis.....	A-20
Middle School Program Analysis	A-21
High School Program Analysis	A-22
District Facilities Plan.....	A-23